

CM/ECF Version 4

New Features for Attorney Users



United States District Court, Southern District of California
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CM/ECF Version 4

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1. Docket Report

Users now can run a combined Docket Report for a subset of criminal defendants in a multi-defendant case. A new **View Combined Docket Report** checkbox will be displayed beneath the case number list when a case number for a multi-defendant criminal case has been entered and two or more of the criminal defendant cases have been selected. Selecting the View Combined Docket Report checkbox creates the combined Docket Report for the chosen subset of defendants.

Docket Sheet Case Number Selection

The screenshot shows a web interface titled "Docket Sheet" with a light blue header. Below the header, there is a "Case number" field containing "3:09-cr-44-1,2" and a "Hide Case List" button. Underneath, a "Select a case:" label is followed by a list of cases. Each case has a checkbox to its left. The first case, "3:09-cr-00044-WQH USA v. Doe et al", has an unchecked checkbox. The next two cases, "3:09-cr-00044-WQH-1 John Doe" and "3:09-cr-00044-WQH-2 Jane Doe", have checked checkboxes. The following two cases, "3:09-cr-00044-WQH-3 Sue Defendant (closed 08/05/2009)" and "3:09-cr-00044-WQH-4 John Defendant", have unchecked checkboxes. At the bottom of the list is a checkbox labeled "View Combined Docket Report", which is currently unchecked.

Case Number	Case Name	Selected
<input type="checkbox"/>	3:09-cr-00044-WQH USA v. Doe et al	No
<input checked="" type="checkbox"/>	3:09-cr-00044-WQH-1 John Doe	Yes
<input checked="" type="checkbox"/>	3:09-cr-00044-WQH-2 Jane Doe	Yes
<input type="checkbox"/>	3:09-cr-00044-WQH-3 Sue Defendant (closed 08/05/2009)	No
<input type="checkbox"/>	3:09-cr-00044-WQH-4 John Defendant	No
<input type="checkbox"/>	View Combined Docket Report	No

The combined Docket Report displays all the defendant, party and attorney information in the top section of the report for those defendants selected. The combined proceedings of the chosen defendants are displayed in the bottom section of the report.

2. Query

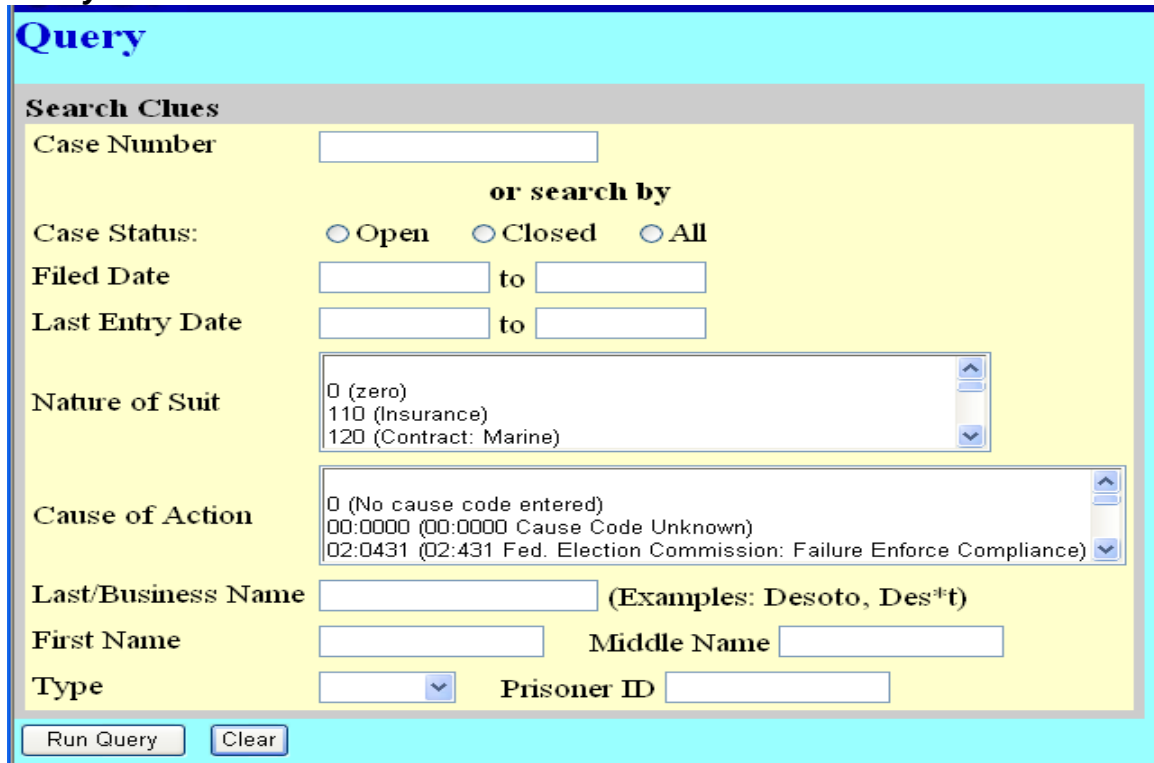
The Query screen was modified to provide more options to allow for more refined searching. The Query screen was modified as follows:

- The party name search fields were combined with the case data search fields to form a single section.
- A *Cause of Action* select list was added.
- The redundant row of *Case status* radio buttons was removed.
- The second instance of the 'or search by' text was removed.

Queries now can be run by entering a case number or any combination of the following:

- Case Status
- Filed Date
- Last Entry Date
- Nature of Suit
- Cause of Action
- Last/Business Name
- First Name
- Middle Name
- Type

Query Selection Criteria Screen



The screenshot shows a web-based form titled "Query" with a light blue header. Below the header is a section titled "Search Clues" with a yellow background. The form contains several input fields and a "Run Query" button. The fields are: "Case Number" (text input), "Case Status:" (radio buttons for "Open", "Closed", "All"), "Filed Date" (text input followed by "to" and another text input), "Last Entry Date" (text input followed by "to" and another text input), "Nature of Suit" (dropdown menu with options: "0 (zero)", "110 (Insurance)", "120 (Contract: Marine)"), "Cause of Action" (dropdown menu with options: "0 (No cause code entered)", "00:0000 (00:0000 Cause Code Unknown)", "02:0431 (02:431 Fed. Election Commission: Failure Enforce Compliance)"), "Last/Business Name" (text input followed by "(Examples: Desoto, Des*t)"), "First Name" (text input), "Middle Name" (text input), "Type" (dropdown menu), and "Prisoner ID" (text input). At the bottom of the form are two buttons: "Run Query" and "Clear".

Query

Search Clues

Case Number

or search by

Case Status: ☐ Open ☐ Closed ☐ All

Filed Date to

Last Entry Date to

Nature of Suit
110 (Insurance)
120 (Contract: Marine)

Cause of Action
00:0000 (00:0000 Cause Code Unknown)
02:0431 (02:431 Fed. Election Commission: Failure Enforce Compliance)

Last/Business Name (Examples: Desoto, Des*t)

First Name Middle Name

Type Prisoner ID

3. Adding Documents and Attachments

The process of adding a main document and attachments during filing has been streamlined to only require one screen.

The document upload screen changes dynamically based on the number of attachments added by the user.

As before, click on the **Browse** button to find the saved .pdf file to upload as the Main Document. If there are not any attachments click on the **Next** button to submit.

Document Upload Screen – Initial State

Motions
[3:09-cv-00057-IEG-POR Plaintiff v. Defendant](#)

For attachments to your main document, you must either select a category and/or enter a description. For additional information please refer to the "ECF Administrative Policies and Procedures Manual."

Select the pdf document and any attachments.

Main Document

Attachments	Category	Description
1. <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/>

If there are attachments (Declarations, Exhibits, etc.) click on the **Browse** button in the **Attachments** section to add the first attachment. Select a saved .pdf document and select a category or enter a description (or both), a new row will appear so a second attachment may be added, as needed.

Document Upload Screen- After Selecting a Main Document and Two Attachments

Motions
[3:09-cv-00057-IEG-POR Plaintiff v. Defendant](#)

For attachments to your main document, you must either select a category and/or enter a description. For additional information please refer to the *"ECF Administrative Policies and Procedures Manual."*

Select the pdf document and any attachments.

Main Document
T:\PDF Documents\3-09cv91xx Motion to

Attachments	Category	Description
1. T:\PDF Documents\3-09cv91xx Memo PA <input type="button" value="Browse..."/> <input type="button" value="Remove"/>	Memo of Points and Authorities ▼	
2. T:\PDF Documents\3-09cv91xx Declaratic <input type="button" value="Browse..."/> <input type="button" value="Remove"/>	Declaration ▼	of Sam Smith
3. <input type="text"/> <input type="button" value="Browse..."/>	▼	

If only two attachments should be added, the user should leave the fields in the third row blank and then click **Next**. If additional attachments should be added, the user should click **Browse** for each attachment, add the saved .pdf document and select a category and/or a description for the document.

If an attachment should be removed, click the **Remove** button. If, for example, Attachment 1 is removed and there is a second attachment, Attachment 2 would become Attachment 1.

If an attachment .pdf file is incorrect and needs to be replaced, click the **Browse** button for the attachment and load a different document.

The default state for the document upload screen is the first Document Upload Screen (on the previous page.) If the **Clear** button is clicked after adding documents and attachments, the screen will be returned to the default state.

4. Select a Filer

The screen for picking filers has changed so the user can readily see all case participants during the process of selecting the filers and attorneys. However, the procedure for picking the filers has not changed.

The Participant Tree on the left pane is for reference purposes during filing. Click on the **Expand All** hyperlink to review the party names, the attorney for each party, any alias for the party and in civil a corporate parent for a party. (**Expand All** screen is displayed on the next page.)

The **Select the Filer** box on the right pane of the screen displays the existing case participants in the participant tree. Click on the name of the document filer and click **Next**. If there is more than one filer to select, hold down the Ctrl key and select the other filers.

Party Information Screen

The screenshot displays a web interface titled "Party Information Screen". At the top, under a "Notices" header, is a link "3:09-cr-00044-WQH USA v. Doe et al". Below this is a "Pick Filer" button. The main area is divided into two panes. The left pane contains a participant tree with expandable nodes: "USA pla", "John Doe dft", "Jane Doe dft", "Sue Roe (T) dft", and "John Roe dft". Above the tree are links for "Collapse All" and "Expand All". The right pane is titled "Select the filer." and contains a section "Select the Party:" with a list box showing the following entries: "USA [pla]", "Doe, John [dft]", "Doe, Jane [dft]", "Roe, Sue (T) [dft]", and "Roe, John [dft]". At the bottom of the right pane are "Next" and "Clear" buttons.

Expand All Screen

The **Expand All** hyperlink displays the party names, the attorney for each party, any alias for the party and in civil a corporate parent for a party. A party with a **(T)** has been terminated.

Notices
[3:09-cr-00044-WQH USA v. Doe et al](#)

Pick File

[Collapse All](#)

[Expand All](#)

[-] USA pla

[-] Attorney

U S Attorney Office CR

[-] John Doe dft

[-] Attorney

attytrain05

[-] Jane Doe dft

[-] Attorney

attytrain04

[-] Sue Roe (T) dft

[-] Alias

Sue Defendant

[-] Attorney

attytrain09

[-] John Roe dft

[-] Alias

John Roe

J R

John Defendant

[-] Attorney

attytrain11

Select the filer.

Select the Party:

USA [pla]

Doe, John [dft]

Doe, Jane [dft]

Roe, Sue (T) [dft]

Roe, John [dft]

Next

Clear

Adding a new party in a civil case

To add a new party *in a civil case only*, click the **New Party** button.

Answers to Complaints
[3:09-cv-00057-IEG-POR Plaintiff v. Defendant](#)

Pick Party

[Collapse All](#) [Expand All](#)

- + Sue Defendant dft
- + Tom Plaintiff pla

Select from the following list the party(s) against whom you are filing this Third-Party Complaint.

Select the Party: OR Select a Group:

Defendant, Sue [dft]
Plaintiff, Tom [pla]

☒ No Group
☐ All Defendants
☐ All Plaintiffs
☐ All Parties

Next **Clear** **New Party**

This will display the **Search for a party** pane and initiate a search of the court database for the new civil case party.

Answers to Complaints
[3:09-cv-00057-IEG-POR Plaintiff v. Defendant](#)

Pick Party

[Collapse All](#) [Expand All](#)

- + Sue Defendant dft
- + Tom Plaintiff pla

Search for a party

Last / Business Name: Defendant First Name: John Middle Name:

Search

Search Results

Defendant, John

Select Party **Create New Party**

Highlight the new party and click on the **Select Party** button. Click on **Add Party** to add the party to the participant tree **Pick Party** list. On the **Select the Party** list the new party is highlighted. To add more parties, repeat this process.

New party screen – with Icons

The screenshot shows a web interface for adding a new party. On the left, a 'Participant Tree' is visible with a 'Pick Party' button at the top. The tree includes nodes for 'Sue Defendant dft', 'Tom Plaintiff pla', and 'John Defendant 3pd'. Under 'John Defendant', there are sub-nodes for 'Alias', 'Corporate Parent or other affiliate', and 'Attorney', each with a green plus icon. On the right, a text box instructs the user to 'Select from the following list the party(s) against whom you are filing this Third-Party Complaint.' Below this, there are two sections: 'Select the Party:' with a list box containing 'Defendant, Sue [dft]', 'Plaintiff, Tom [pla]', and 'Defendant, John [3pd]'; and 'Select a Group:' with radio buttons for 'No Group', 'All Defendants', 'All Plaintiffs', and 'All Parties'. At the bottom right are 'Next', 'Clear', and 'New Party' buttons.

Parties that are added to civil cases during a filing will have control icons displayed in the Participant Tree so attorneys, aliases, and corporate parents for the party may be added during this process.

The following table provides a description for each of the icons that may appear in the participant tree.

Participant Icons

Icon	Description
	Delete this party from this case
	Add new alias, corporate parent, or attorney.
	Copy attorney(s) from other parties in the case to this party (only if allowed by the court).
	Edit the party, alias, corporate parent or attorney.
	The + and – icons for each node expand or collapse the node.

5. Docket Sheet - Reviewing Documents with Attachments

Docket Entry

2	MOTION to Compel <i>Production of Documents</i> by Tom Plaintiff. (Attachments: # 1 Memo of Points and Authorities, # 2 Declaration of Sam Smith)(attytrain05,) (Entered: 09/18/2009)
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The Document Selection Menu was modified to include the main document number, and the attachments are numbered beginning with 1. This way, the attachment numbers are consistent everywhere they appear (e.g., docket text, the document selection screen).

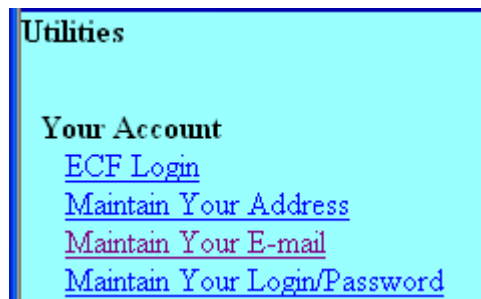
Document Selection

Document Selection Menu			
Select the document you wish to view.			
Document Number: 2		2 pages	12 kb
Attachment	Description		
1	Memo of Points and Authorities	1 page	11 kb
2	Declaration of Sam Smith	1 page	11 kb
<input type="button" value="View All"/> or <input type="button" value="Download All"/>		4 pages	32 kb

Additionally, the file sizes and the total size of all of the documents for a docket entry are displayed on the document selection screen.

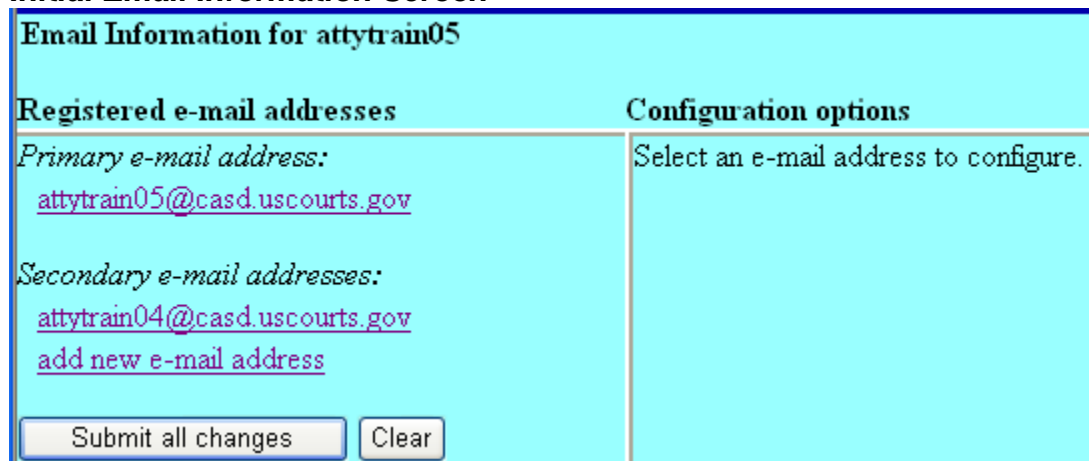
6. E-mail Information Screen

The Southern District of California allows attorneys to modify their email addresses and settings. The Email Information screen in Utilities → Maintain Your Email has been modified to provide more streamlined functionality.



Additional options are presented to the user rather than being hidden. The initial state of the Email Information screen is shown below.

Initial Email Information Screen

A screenshot of the 'Email Information for attytrain05' screen. The screen is divided into two main sections: 'Registered e-mail addresses' on the left and 'Configuration options' on the right. The 'Registered e-mail addresses' section contains a 'Primary e-mail address:' field with the value 'attytrain05@casd.uscourts.gov' and a 'Secondary e-mail addresses:' field with the value 'attytrain04@casd.uscourts.gov'. Below these fields is a link 'add new e-mail address'. At the bottom of this section are two buttons: 'Submit all changes' and 'Clear'. The 'Configuration options' section contains a text prompt 'Select an e-mail address to configure.'.

The initial Email Information screen is divided into two panes. On the left pane, there are established e-mail addresses and **add new e-mail address** hyperlinks.

Click the hyperlink for the primary or secondary email address and **Configuration options** appear in the right pane. Use this screen to change the e-mail address and select delivery options.

Click on the hyperlink **add new e-mail address** to add new delivery addresses for the Notices of Electronic Filing from the court. The with the entry of a new e-mail address **Configuration Options** will appear on the right pane.

NOTE: There is only 1 (one) free electronic copy of documents filed electronically. PACER fees apply to all other copies reviewed. To avoid later charges, download a copy of each document during the first viewing.

E-mail Information Screen Details

Email Information for attytrain05	
Registered e-mail addresses	Configuration options
Primary e-mail address: attytrain05@casd.uscourts.gov	<input type="text" value="attytrain05@casd.uscourts.gov"/>
Secondary e-mail addresses: attytrain09@casd.uscourts.gov add new e-mail address	Should this e-mail address receive notices? <input checked="" type="radio"/> Yes <input type="radio"/> No
<input type="button" value="Submit all changes"/> <input type="button" value="Clear"/>	How should notices be sent to this e-mail address? <input checked="" type="radio"/> Per Filing <input type="radio"/> Summary Report
	In what format should notices be sent to this e-mail address? <input checked="" type="radio"/> HTML <input type="radio"/> Text
	Should this e-mail address receive general announcement notices from this court? <input checked="" type="radio"/> Yes <input type="radio"/> No
	<input type="button" value="Show all cases for this e-mail address"/> (Copy case lists from here)
	Case-specific options
	Add additional cases for noticing <input type="text"/>
	These cases will send notice <i>per filing</i> . (default method)
	<div>3:09-cr-00044-WQH-1 USA v. Doe - Representing John Doe 3:09-cv-00057-IEG-POR Plaintiff v. Defendant - Representing Tom Plaintiff</div>
	<input type="button" value="Remove selected cases"/>
	<input type="button" value="Change selected cases to notice as a summary report"/>

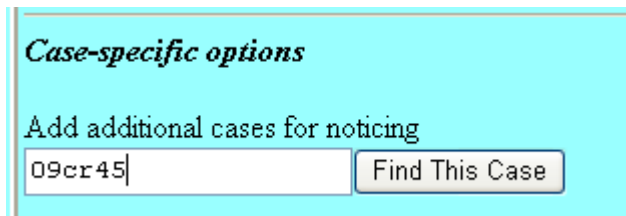
When all changes have been made, click on the button **Submit all changes** to save the selections.

Email Information for attytrain05	
Registered e-mail addresses	
Primary e-mail address: attytrain05@casd.uscourts.gov	
Secondary e-mail addresses: attytrain04@casd.uscourts.gov add new e-mail address	
<input type="button" value="Submit all changes"/> <input type="button" value="Clear"/>	

The following are options that appear in the E-mail Information Screen:

Option	Description
Should this email address receive notices?	For the primary email address, the default is Yes . To disable the primary address, select No . If set to No , the primary email address will not receive notices of electronic filing (NEFs) – this is not recommended.
How should notices be sent to this email address	<p>This sets the default delivery method for notices sent to this address.</p> <p>Per Filing: an email will be sent for each individual NEF.</p> <p>Summary Report: one daily email notice that lists all the filings for that day will be sent; if this option is selected, an additional option is added to the screen: <i>Should this email address receive a “no activity” notice when no summary noticing occurs?</i></p> <p>If Yes, the Daily Summary Report email will include the message “no transactions found for this time period”.</p> <p>If No, then no email will be generated when there is no activity in the cases.</p>
In what format should notices be sent to this email address?	Controls the format of the emails – either HTML or Text
Should this email address receive general announcement notices from this court?	If No, the user will not receive general announcement email messages unless the court overrides the user’s preference (e.g., the message is urgent and must be sent to all users.)
Show all cases for this email address.	Displays a list of all of the cases for which the user is configured to receive NEFs.

To receive NEFs from additional cases, enter the case number(s) in the **Add additional cases for noticing** text box and then either click on **Find This Case**.



Case-specific options

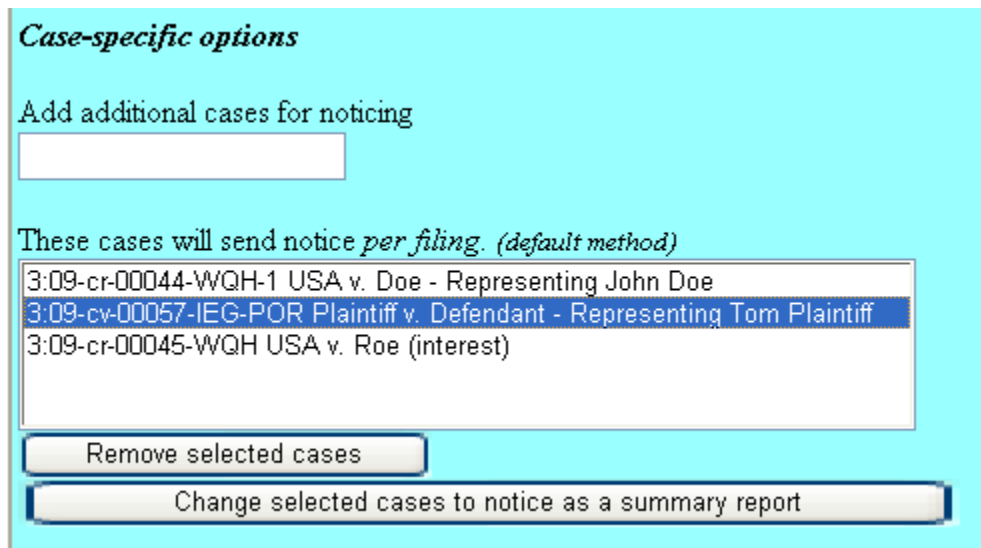
Add additional cases for noticing

09cr45 Find This Case

After selecting the appropriate case(s), click **Add case(s)**. This will add the case(s) to the list of cases in the default method of service list.

To move cases from the default method list to the alternate method list, the user should click the case number(s) in the primary list and then click the 'Change selected cases to notice as a summary report' button (if summary noticing is the default method, then this button will be labeled Change selected cases to notice per filing). The cases will be moved to the alternate method list. To delete cases from the default method list or the alternate method list, select the case(s) and then click the **Delete selected cases** button.

Note: the Free Look does not apply to cases where an email address is listed for noticing; only case participants receive Free Looks in a case.



Case-specific options

Add additional cases for noticing

These cases will send notice *per filing*. (default method)

3:09-cr-00044-WQH-1 USA v. Doe - Representing John Doe
3:09-cv-00057-IEG-POR Plaintiff v. Defendant - Representing Tom Plaintiff
3:09-cr-00045-WQH USA v. Roe (interest)

Remove selected cases

Change selected cases to notice as a summary report

To remove an email address, the user should click on the e-mail address on the left pane of the screen. This will cause the e-mail address to display in a text field on the right pane of the screen, along with all the configuration options and case lists associated with the email address. Remove by clicking on the Delete key.

Email Information for attytrain05	
Registered e-mail addresses	Configuration options
Primary e-mail address: attytrain05@casd.uscourts.gov	<input type="text" value="attytrain04@casd.uscourts.gov"/>
Secondary e-mail addresses: attytrain04@casd.uscourts.gov add new e-mail address	Should this e-mail address receive notices? <input checked="" type="radio"/> Yes <input type="radio"/> No
	How should notices be sent to this e-mail address? <input checked="" type="radio"/> Per Filing <input type="radio"/> Summary Report
	In what format should notices be sent to this e-mail address? <input checked="" type="radio"/> HTML <input type="radio"/> Text
<input type="button" value="Submit all changes"/> <input type="button" value="Clear"/>	

Click on the email address in the right pane. To change the email address type the new address in the text field.

When all changes have been made, click on the **Submit all changes** button to save the selections.

Email Information for attytrain05
Registered e-mail addresses
Primary e-mail address: attytrain05@casd.uscourts.gov
Secondary e-mail addresses: attytrain04@casd.uscourts.gov add new e-mail address
<input type="button" value="Submit all changes"/> <input type="button" value="Clear"/>

7. Attorney Redaction Reminder

A new message has been added to the login screen to remind users of the need to redact certain information in compliance with Fed. R. Civ. P. 5.2 and Fed. R. Crim. P. 49.1:

IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; and in criminal cases, home addresses, in compliance with FED. R. Civ. P. 2.2 or Fed. R. Crim. P. 49.1. This requirement applies to all documents, including attachments.